

DRAFT GENERAL PRIVACY STATEMENT

PRIVACY POLICY OF [Agency Name]

Individuals who visit the [Agency Name] web site are important to us. Because visitors to our web site are important, we do not capture personal information about them without their permission. We endeavor to collect only the minimum amount of information needed to meet the purposes for which the web site was created.

Public Disclosure

All information collected on the [Agency Name] web site will be treated the same as any written communication and is subject to the confidentiality and public disclosure provisions of 1 MRSA Chapter 13. Visitors should consider any information they provide during a visit to be available for "discovery" under legal proceedings and, unless specifically classified as private in Maine Statutes and indicated on the web site, to be available for inspection by the public.

Privacy Statement

Visitors to the Maine State Government Web Site

We may collect some or all of the following information about visitors who view or download information from our websites:

Information	Definition
Date	Date the visit occurred.
Time	Time the visit occurred.
Client IP	Unique Internet Protocol (IP) address of the website visitor. The IP address recorded is normally that of the visitor's Internet service provider, e.g., aol.com if the visitor connects from an America Online account.
Server IP	Unique Internet Protocol (IP) address of the Maine State Government web server accessed.
HTTP Status	Hyper Text Transfer Protocol (HTTP) error code. E.g., "404 Requested Page Not Found."
HTTP Request URL	Identifies the web page or file requested by the website visitor.
Bytes Sent	Amount of data sent from the web server to

website visitor during that connection.

Bytes Received	Amount of data sent from website visitor to the web server.
User Agent	Type of web browser or other client software that made request to the web server.
Referrer	Uniform Resource Locator (URL) that referred to the requested file.
Protocol Version	Version of HTTP used by the visitor's web browser software.

The information we collect is used to improve the content of our Web services and help us understand how people are using our services. We analyze our web site logs to continually improve the value of the materials available on our site. The information in our web site logs is not personally identifiable, and we make no attempt to link it with the individuals that browse our web site.

Some of this statistical information, such as a running count of the number of visitors, may be displayed on the website or shared with other state governments to aid in the provision of better service to the public.

E-mail Senders

E-mail messages, sent to [Agency Name], will be treated the same as any other written communication. The retention period will vary by agency and purpose of the communication. Copies may be included in routine backup cycles.

Electronic Form Filers

Any other information provided by a visitor at the request of [Agency Name], such as the completion and electronic filing of a form, will be considered to be voluntarily provided by the visitor and will be treated in the same manner as information provided in written form or in person during a visit to the agency. The retention period will vary by agency and purpose of the communication. Copies may be included in routine backup cycles.

Cookies

In order to better serve you, the user, we may now or in the future use "cookies" to customize your browsing experience. Cookies are simple text files stored by your web browser. They provide a method of distinguishing among visitors to the Maine State Government web site.

Cookies do not compromise your privacy or security. We use the cookie feature only to store a randomly generated identifying tag on your computer. If you have further questions about cookies, the Computer Incident Advisory Capacity unit that monitors computer problems for the U.S. Department of Energy issued a

study on March 12, 1998 of the risks of cookies to users, titled "[Information Bulletin I-034: Internet Cookies](#)."

You can refuse the cookies or delete the cookie file from your computer by using any of the widely available methods.

Disclaimer

Neither the State of Maine, nor any agency, officer, or employee of the State of Maine warrants the accuracy, reliability or timeliness of any information published on the Maine State Government web site, nor endorses any products or services linked from this system, and shall not be held liable for any losses caused by reliance on the accuracy, reliability or timeliness of such information. Portions of the information may be incorrect or not current. Any person or entity that relies on any information obtained from this system does so at his or her own risk.

The Privacy Statement does not apply to non-Maine State Government web sites linked to the Maine State Government web site.